

REGISTRATION FAQs: ASSOCIATE MEMBERS, NON-MEMBERS, AND CORPORATE

Before You Begin...

You'll need to gather the details for all attendees from your organization before you begin the registration process. As soon as you enter a delegate in the registration system they are considered registered — even if you don't complete their registration. Only enter delegates that have confirmed their attendance.

Here is a checklist to be sure you've gathered and confirmed everything before you start.

The Basics

- Who is attending from your organization? Make sure you have the correct spelling of their names.
- What education, breakout, and dialogue sessions will each of your delegates attend? All sessions are listed in the [promotional brochure](#).
- Will you need additional event tickets? One ticket to the President's Banquet is included in each delegate registration. Additional tickets for the President's Banquet can be purchased for \$70 per ticket.

Convention and COVID-19

As Saskatchewan continues to navigate the COVID-19 pandemic, you might be wondering what Convention will look like and what precautions SUMA is taking. Read the [COVID-19 and Convention FAQ](#) to find information on what to expect at the 2022 SUMA Convention and Tradeshow. As provincial regulations change, so does the FAQ, so be sure to check back often as the document is updated regularly.

I Was Wondering...

You probably have questions, so we did our best to guess what they would be, and answer them here.

When is the deadline for registration?

Register on or before February 28, 2022 to receive the early-bird rate. All registrations made after March 21, 2022 will be subject to a \$50 administration fee.

What are the registration fees?

	<u>On or before</u> February 28, 2022	<u>After</u> February 28, 2022
Associate Member	\$410	\$510
Non-Member*	\$610	\$710
Government	\$460	\$560
Corporate**	Not available	\$1,685

* For municipal non-members and approved not-for-profit organizations **For other not-for-profit organizations and businesses

What is included in the registration for the 2022 SUMA Convention and Tradeshow?

Each Convention registration includes:

- admission to all dialogue, education, and breakout sessions
- one ticket to the President's Banquet and Awards Ceremony;
- a seat at the keynote speaker presentation;
- tradeshow viewing on Monday and Tuesday;
- shuttle service to and from designated hotels;
- light continental breakfast and buffet lunch on Monday and Tuesday; and
- refreshments at breaks.

Registration for the 2022 SUMA Convention and Tradeshow does not include a ticket to the Welcome Reception as SUMA has cancelled the event for the 2022 year. The cost of registration has been reduced by \$40 to account for this cancellation.

How and where do I pay?

Associate member registrations are payable to SUMA by cheque or through online banking. Cheques can be mailed to:

SUMA
Unit 305 - 4741 Parliament Avenue
Regina, SK S4W 0T9

If making a payment through your financial institution, please email the details to accounting@suma.org.

Corporate and non-member registrations are payable by credit card. Our convention registration system will request payment when completing the registration process.

How do I register?

If you are a municipal non-member, please contact Jean-Marc Nadeau at 306-525-3727 or ceo@suma.org. For all other non-member and corporate inquiries, please contact Catherine Holland at 306-525-4466 or marketing@suma.org. SUMA will provide a registration link and log in information to eligible non-member and corporate registrants.

If you are an associate member, the link to register will be sent to your main contact's email address for your organization. To ensure your security, we have protected your account with a password. On the landing page, select your organization's name from the drop down list and enter the password provided in the email to proceed with registration.

Can I log back in to make changes after I submit my registration?

You can log back in to make these changes:

- Edit delegate names.
- Add delegates.

You cannot make these changes:

- Cancel or delete delegates. Please contact the SUMA office for cancellations.
- Add a promotional code to a delegate that has already been registered. Please contact the SUMA office if you need to add a promotional code.

What is the cancellation policy?

With the uncertainty of COVID-19, registrant cancellations for the 2022 SUMA Convention and Tradeshow can be made at any time. A \$50 cancellation fee will be charged per cancelled registrant to cover a small portion of costs incurred. However, substitutions of delegates can be made at any time without cost.

What is a promotional code?

Some attendees have custom registration needs. SUMA staff will send out promotional codes to municipalities and organizations that need them so their delegates can be registered correctly.

Have questions or having trouble registering?

Contact the SUMA office at 306-525-3727 or email registration@suma.org.